



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Acquisition and Assistance Assistant (Multiple positions)
Office of Acquisition and Assistance

SOLICITATION No. 11-014

OPENING DATE: May 15, 2011

CLOSING DATE: May 29, 2011 (5pm Baghdad time)

MARKET VALUE: FSN-09 (USD 29,900 – USD 44,852, basic salary p.a.)
* see note below

***POSITION GRADE:** Full performance grade level for this position is: FSN-09. A training grade level, below FSN-09, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

This is a Senior Acquisition and Assistance Assistant position, and the incumbent operates under close supervision of a Contracting Officer or a Senior Acquisition and Assistance (A&A) Specialist. Responsibilities involve a wide range of A&A actions with the requirement that he/she function effectively within his/her assigned Mission technical team(s). While there is an element of repetition (e.g., similar actions within broad procedural groupings) individual actions can be unique and multifaceted. USAID/Iraq has a varied and complex country program implemented through a number of multi-million dollar contract and agreement instruments. The incumbent shall conduct technically proficient procurement and assistance awards, fully complying with all relevant laws, regulations and procedures performed in a value adding, team centric and customer-oriented manner.

Depending on educational qualifications and work experience, individuals may be selected at the FSN 07, FSN 08 or FSN 09 level. Individuals hired at the FSN 07 level will receive significant training and on-the-job experience to be eligible for promotion to the FSN 08 level. It is anticipated that the time required to perform a full range of duties to be eligible for promotion to the FSN 08 level is 12 to 24 months. Individuals hired at the FSN 08 level will also receive training and on-job experience to be eligible for promotion to the FSN 09 level. It is anticipated that the time required to perform a full range of duties to be eligible for promotion from the FSN 08 level to the FSN 09 level is 24 to 36 months.

DETAILED DUTIES AND RESPONSIBILITIES

A. Pre-award & Post-award (80%)

- Pre-award Expertise and Services. Performs most actions required to conceptualize, plan, solicit, negotiate and award many kinds of procurement and assistance actions of varying complexity. Conducts A&A planning and subsequent pre-award activities that are fully supportive of the Mission's strategic objective teams.
- Has an intermediate understanding of A&A principles with a resulting capability to meld acquisition and assistance services into specific contributions to appropriate Assistance Objectives (AOs), Intermediate Results (IRs), and lower level indicators, outputs and inputs. Understands the majority of processes for executing all types of A&A awards utilized in USAID/Baghdad, and can draft award and solicitation documents with some assistance from the CO or Senior Acquisition Specialist; incumbent has achieved mastery of most procedures and steps needed to implement all types of A&A awards executed by USAID/Iraq, including required clearances, waivers, and approvals.
- With guidance from the CO or Senior Acquisition and Assistance Specialist, if needed, conducts direct negotiations with representatives of implementing partners at the technician level in order to achieve agreement on award terms and conditions, and recommends positions to the Contracting Officer. Conducts detailed cost analysis of proposals received to determine compliance with all statutory requirements as well as ensuring that the USG obtains the best value. Drafts award documents for task orders independently with very little assistance from CO or Senior FSN A&A Specialist; drafts award documents for competitive actions with guidance. Assists with management of solicitation processes and coordinates with technical and support offices as necessary through the procurement.
- Assists technical teams with procurement planning, reviews requisitions to include consulting on scopes of work or program description documents, assisting with the preparation of justifications and waivers, as needed. Ensures that the comprehensive requirements of the Federal and USAID Acquisition Regulations (FAR and AIDAR), Contract Information Bulletins (CIBs), Acquisition and Assistance Policy Directives (AAPDs), Code of Federal Regulations (CFR), Office of Management & Budget Circulars (OMB Circulars), Automated Directive System (ADS) etc., are used to competitively, or when justified via other means, are applied correctly through the entire award process. With some assistance if needed, the incumbent can prepare fully documented files with certifications, negotiation memoranda reflecting complete explanations for CO decision rationales, a comprehensive record of commitments and obligations of the parties, and fully executed contract or assistance documents.
- Post-award Expertise and Services. With some assistance, performs all actions required to administer a variety of A&A instruments from contractor/recipient mobilization through to closeout. Has an intermediate understanding of the Mission AO structure, FAR, AIDAR, ADS, CFR, OMB Circulars and other procurement/assistance guidance sources to conduct award administration which maximizes the specific contributions of all parties towards achievement of the Mission's IRs and AOs.

- Assists the Contracting Officer and Senior Acquisition Specialists during the administration phase to include coordinating with technical, controller and legal officers, attending meetings and conferences as required, interpreting contract or award provisions, and negotiating and finalizing award modifications.
- Works under close supervision of a CO or Senior Acquisition Specialist to resolve award administration issues. Can independently draft basic/routine award modifications and post-award approval correspondence, and with assistance, can prepare complex modifications and documentation. With assistance, can conduct research into the regulations, policies, and award files and draft responses to complex post-award queries from Implementing Partners.
- AO Team Membership and Support Services. Serves on one or more AO Teams. Collegially represents the A&A viewpoint with the objective of having all team members fully understand and appreciate the value added nature of the procurement and assistance function, how to obtain needed services or assistance per AO time schedules, as well as the statutory and procedural requirements established by Federal and USAID authorities for the purpose of protecting the U.S. and host country partner government's best interests.

B. Other Duties (20%)

Performs other job related duties as assigned, which may include:

- Conducts research in order to resolve audit findings and assists CO with collection and resolution of claims, if applicable.
- Ensures that A&A actions are properly closed out, to include resolving indirect cost matters and preparing any needed final modifications.
- Assists the Contracting Officer and Senior Acquisition Specialists to coordinate special requirements with other U.S. Government offices and agencies, including the Inspector General, Defense Contract Audit Agency and Small Business Administration.
- Assist the Contracting Officer with organization of Implementing Partner quarterly meetings.

REQUIRED QUALIFICATIONS AND SELECTION CRITERIA

a. Education: A Bachelor's degree or the host country equivalent formal education is required in a relevant field such as business administration, project management, law and/or accounting.

b. Experience:

At FSN-09 level, 4-5 years of procurement experience are required. At least 2 years of procurement experience must be with an international organization or US Government with demonstrated knowledge of the FAR and CFR, including negotiations and grants management.

At FSN-08 level, 2-3 years of progressively responsible experience in business, procurement, acquisition and assistance, negotiations, grants management, accounting, or field with transferable skills which would enable the incumbent to function at this grade level within a training period are required.

At FSN 07 level, 1 year of experience in business, procurement, acquisition and assistance, negotiations, grants management, accounting, project management or a field with transferable skills which would enable the incumbent to function at this grade level within a training period is required.

- c. **Language Proficiency:** English Level III (Good Working Knowledge) is required. Arabic Level IV (Fluent) is required.

d. Knowledge:

FSN 09 level: good understanding of all applicable A&A regulatory and procedural guides, U.S. Government procurement and assistance practices, host government procurement rules, as well as knowledge of how commercial businesses and nonprofit organizations (NGOs) are motivated and operate to include marketing, accounting and administrative systems, indirect costs, and profit objectives is required.

FSN-08 level: basic knowledge of applicable A&A regulatory and procedural guides, USG procurement and assistance regulations, host government procurement rules, as well as knowledge of how commercial business and nonprofit organizations (NGOs) are motivated and operate to include marketing, accounting and administrative systems, indirect costs, and profit objectives is required.

FSN 07 level: entry-level knowledge of general business or procurement, and financial budgets is required.

e. Skills and Abilities:

Excellent analytical skills are required, plus the ability to anticipate and evaluate future outcomes based upon current events. Excellent organizational skills are required, with ability to handle many assignments simultaneously while keeping all going forward notwithstanding each being at a different life cycle stage. The work environment is highly computerized; hence s/he must be computer literate, fully able to master and work through word processing and spreadsheet programs, as well as computer "desk top" programs such as the USAID Global Acquisition and Assistance System.

How to apply for this Solicitation

Interested applicants **MUST** submit the following materials:

- 1- Most current Curriculum vitae or resume;
- 2- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 3- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 4- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov